REPRESENTATIVE SHOCKEY PROJECTS

Shockey, LLC does not maintain performance evaluation reports on projects.

Project: ***Loudoun County Adult Detention Center***
Leesburg, VA
Size: 87,000 SF
Contract Date: December 9, 2003
Completion Date: October 3, 2006
Contact: Ms. Tina Borger
County of Loudoun, Virginia
P. O. Box 7000
Leesburg, VA 20177-7000
(703) 777-0566

LOUDOUN COUNTY ADULT DETENTION CENTER

Project: ***Middle River Regional Jail***
Verona, VA
Size: 225,000 SF
Contract Date: January 22, 2004
Completion Date: February 28, 2006
Contact: Mr. Art Kaplan
Heery International
P. O. Box 590
Verona, VA 24482
(540) 245-5210

Project: ***Northwestern Regional Adult Detention Center – Community Corrections Center***
Winchester, VA
Size: 40,741 SF
Contract Date: June 8, 2004
Completion Date: May 25, 2006
Contact: Mr. Fred Hildebrand
Northwestern Regional Adult Detention Center
141 Fort Collier Road
Winchester, VA 22603
(540) 665-6377

Project: ***Botetourt-Craig Public Safety Facility***
Size: 83,885
Contract Date: October 11, 2005
Completion Date: July 6, 2007 (Proposed)
Contact: Mr. Raymond L. Meador, Jr.
Botetourt County, VA
2 East Main Street, No. 5
Fincastle, VA 24090
(540) 473-8331

Project: ***Northwestern Regional Adult Detention Center – POD 3***
Winchester, VA
Size: 36,500 SF
Contract Date: August 15, 2005
Completion Date: April 2007
Contact: Mr. Fred Hildebrand
Northwestern Regional Adult Detention Center
141 Fort Collier Road
Winchester, VA 22603
(540) 665-6377

Project: ***Belmont Station Elementary School***
Ashburn, VA
Size: 84,000 SF
Contract Date: September 24, 2003
Completion Date: September 7, 2004
Contact: Mr. Kevin Lewis
Loudoun County School Board
21000 Education Court, 2nd Floor
Ashburn, VA
(571) 252-1161

Project: ***Byrd Middle School***
Winchester, VA
Size: 158,467 SF
Contract Date: October 8, 2003
Completion Date: August 8, 2005
Contact: Mr. Al Orndorff
Frederick County School Board
P. O. Box 3508
Winchester, VA 22604
(540) 662-3888

Project: ***Charles Town Races Parking Garage and Entertainment Facility No. 2***
Charles Town, WV
Size: 2,618 Car Parking Structure
Contract Date: August 25, 2005
Completion Date: June 30, 2006
Contact: Mr. Ken Schultz
Penn National Gaming, Inc.
711 Casino Magic Drive
Bay St. Louis, MS 39520
(228) 446-8098

CHARLES TOWN RACES PARKING GARAGE AND ENTERTAINMENT FACILITY

Project:	***Winchester Medical Center – Support Services***
	Winchester, VA
Size:	111,155 SF
Contract Date:	September 29, 2003
Completion Date:	June 8, 2005
Contact:	Mr. Todd Way Valley Health P. O. Box 1334 Winchester, VA 22604 (540) 536-8620

Project:	***Highland School – Center for the Arts***
	Warrenton, VA 20186
Size:	27,000 SF
Contract Date:	April 15, 2002
Completion Date:	October 17, 2003
Contact:	Mr. Joe Krewatch Krewatch Construction Management 12321 Moss Hollow Road Markham, VA 22643 (540) 364-4864

HIGHLAND SCHOOL
CENTER FOR THE ARTS

LOUDOUN COUNTY COMMUNITY CORRECTIONS PLAN AND JAIL EXPANSION PLANNING STUDY

County of Loudoun, Leesburg, Virginia

CONSTRUCTION COST
Not Applicable, Study

SCHEDULE
March 1,2005 Completed

CLIENT CONTACT
Major Robert L. Mulligan
Loudoun County Sheriff's Office
106 Edwards Ferry Road, NE
Leesburg, VA 20176
703.737.8921 phone

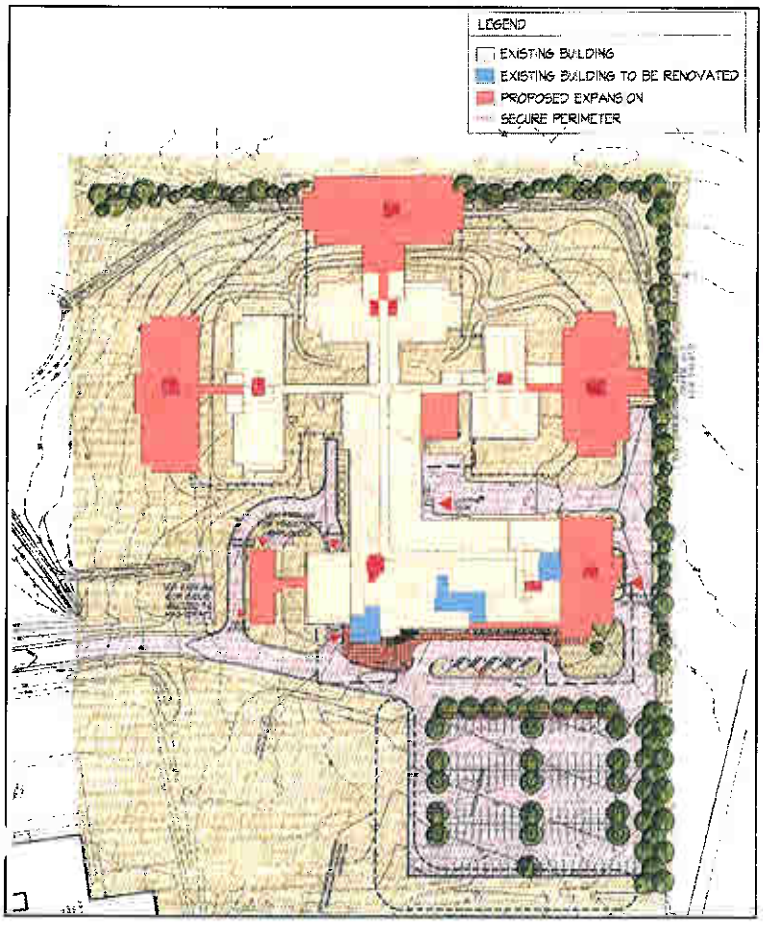
The Facility Group in association with PSA-Dewberry, are preparing both a Community-Based Corrections Plan (CBCP) and a Planning Study for Phase II expansion of the new Loudoun County Adult Detention Center (ADC) that is located in Leesburg, Virginia. The new facility, currently under construction, will have a rated capacity of 196 inmate beds with support areas capable of supporting additional housing units.

The County is having the CBCP and Planning Study completed prior to the completion of the new ADC due to the inmate population surpassing the number of beds that will be available when the facility is complete. This process will permit the County to implement Phase II as quickly as possible, since the current average daily inmate population has frequently been over 250 inmates.

Although the County is a participating member of the Peumansend Creek Regional Jail, only up to 40 inmates are confined in this facility. The total bed shortfall has caused the County to house inmates in other jail facilities around the state.

The following scope will be completed in the CBCP and Planning Study:

Preliminary Programming: Preparation of a CBCP using the most current Virginia Department of Corrections standards, including the number of beds required and the amount of space needed for support functions, inmate receiving and classification housing. Consideration will be given to staffing levels, adjacencies, parking needs, and future growth needs over the next ten years.



Moratorium Waiver: Determine whether the jail expansion will meet the criteria for an exception to the moratorium on state reimbursement for Jail construction projects by evaluating the existing Jail against the current "Standards for Local Jails and Lockups". Provide the necessary documentation and assistance to county staff in preparation and presentation for exception.

Planning Study: Prepare and submit, on behalf of the County, a Planning Study using the most current Virginia Department of Corrections standards. The planning study will include a projected operating budget, design concepts for the expansion, and preliminary construction cost estimates.

FREDERICK COUNTY SHERIFF'S DEPARTMENT NEW WORK RELEASE CENTER, ADMINISTRATIVE RENOVATIONS, AND ADC ADDITION

Frederick, Maryland

CONSTRUCTION COST
New Work Release Center – $3.45 million
Administrative Renovations – $1.7 million
Phase IV - $9.1 million (est.)

SCHEDULE
New Work Release Center- 2005
Administrative Renovations - 2006 (est.)
Phase IV – 2009 (est.)

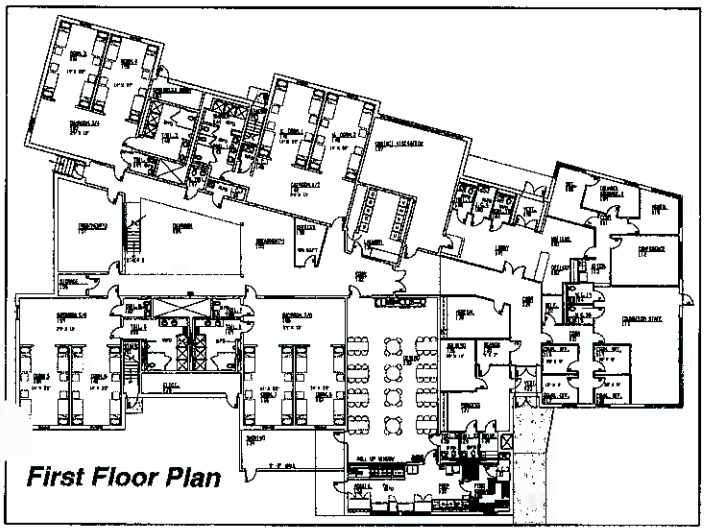
CLIENT CONTACT
Mr. David Ennis
Chief of the Office of Project Management
Frederick County Division of Public Works
118 N. Market Street
Frederick, Maryland 21701
301.694.1557 phone

PSA-Dewberry is working with Frederick County Sheriff's Department on three projects that involve an expansion and renovation of the Frederick County Adult Detention Center.

Initially, PSA-Dewberry designed a new stand-alone, 128-bed, two-story work release community corrections center. The new work release facility will house habitual substance abusers who have qualified for the new program. The 25,600 SF minimum-security facility is located across the road from the existing jail and is designed in a dormitory-style. It houses 112 male and 16 female non-violent offenders. The building incorporates a central core, which can serve as additional dayroom space, counseling rooms, a library, classroom space, and other programmed activity areas. Satellite food service is provided from the main detention center. This project involved extensive site studies and interaction with County, State, and Federal agencies because of its siting along the Monocacy River. It opened in Spring 2005.

The second project, which is currently in design, involves the conversion of the of the existing 15,000 sf work release unit into additional administrative offices, a locker room and a muster room for the Frederick County Sheriff Department's staff and lease space for the Maryland District Court. This project will be constructed once the new work release center is finished.

The third project the Phase IV renovation to the Adult Detention Center, which recently kicked-off, includes design, construction documentation and construction administration for an addition of 112 general housing unit beds and a 24-bed centralized medical unit for the existing detention facility.



First Floor Plan

TAZEWELL COUNTY / CITY OF PEKIN PUBLIC SAFETY COMPLEX SPACE NEEDS ASSESSMENT, DESIGN, AND IMPLEMENTATION

Pekin, Illinois

CONSTRUCTION COST
Justice Center - $15.1 million
City Hall/Police - $5.2 million

SCHEDULE
Completion:
Justice Center – 2003
City Hall/Police – 1998

CLIENT CONTACT
Mr. Earl Helm
Jail Superintendent/Transition Team Coordinator
Tazewell County Sheriff's Office
11 S. 4th Street
Pekin, Illinois 61554
309.477.2261 phone

In 1998, PSA-Dewberry was commissioned to determine the space needs of the Tazewell County criminal justice system and the City of Pekin Police Department, and explore jointly accommodating both groups within the same complex. The study recommended the creation of a new justice center, and a new municipal building to house city hall functions and the police department.

Project implementation was initially stalled, because of the lack of public support for the referendum. PSA-Dewberry facilitated the creation of a concerned citizens group led by a retired Sheriff to gain public support for the project. With the help of the concerned citizens group, the bond referendum finally passed in 2000. The County requested that PSA-Dewberry update the study to reflect more current demographic data and design of two new buildings, the new justice center and a new municipal building.

The new 91,000 SF Justice Center includes the Sheriff's offices, and a 196-bed direct supervision adult jail with a video-arraignment court and video visiting. Additionally, it has a 12-bed juvenile detention area. It is sited with the Pekin City Hall/Police Station, creating a Governmental Complex with adjacent county and city buildings in the central business district of Pekin, Illinois providing a much needed local government civic center.

Included in the AIA/CAJ Justice Facilities Review, 2004-2005

RICHLAND COUNTY
NEW JAIL STUDY AND DESIGN

Mansfield, Ohio

CONSTRUCTION COST
$14 million

SCHEDULE
July 2004 Study Completed
November 2007 (est.)

CLIENT CONTACT
Commissioner Ed Olson
Richland County
Commissioners
50 Park Avenue, East
Mansfield, Ohio 44902
419.774.5550 phone

In 2004, MKC in association with PSA-Dewberry, was commissioned by the Richland County Board of Commissioners to perform a field survey of their existing County Jail. In addition, the team has recently provided the Commissioners with a schematic concept plan for a new County Jail facility that may be situated on land owned by the County across the street from the existing County Courthouse and Jail facility.

The MKC/PSA-Dewberry team has proposed a new 60,000 sq. ft., two-story facility with 188 beds, which would be connected to the existing facility by a bridge connector. In addition, renovations to the existing kitchen facility and renovation of the old jail space into county office storage and support areas was also proposed as part of this program.

The site and proposed jail plan are easily adaptable to an ultimate build out of 376 beds, as the site and support spaces are designed to accommodate such expansion. The new jail facility would also allow for location of the sheriff's administration department, currently housed at another location, off-site.

CASS COUNTY JUSTICE CENTER

Harrisonville, Missouri

CONSTRUCTION COST
$33.3 million

SCHEDULE
Completion: 2003

CLIENT CONTACT
Mr. Gene Molendorf
Presiding Commissioner
Cass County
102 East Wall Street
Harrisonville, MO 64701
813.380.8160

The new 150-bed jail building has booking, administration area, kitchen, indoor and outdoor exercise areas, laundry, and female minimum, medium, and maximum housing, medical facility, and segregation housing in one building and male minimum, medium, and maximum housing in another building which is 48,580 SF.

All movement of inmates throughout the center is through secure corridors, and visitation is by video visitation booths.

The new courts building with prosecuting attorneys' offices, circuit clerk's offices, judges' chambers, and four full-service courtrooms has expansion area for four future courts. Total building size is 95,759 SF.

The new sheriff's law enforcement building with public conference facility, county E-911 dispatch and officer's offices is 32,684 SF.

The new juvenile office building with adjacent access to the sixteen-bed juvenile detention facility includes dining/visitation area, indoor and outdoor recreation areas, and classroom and is 19,670 SF.

RAPPAHANNOCK REGIONAL JAIL EXPANSION PLANNING STUDY

Stafford, Virginia

CONSTRUCTION COST
$57.45 million (est.)

SCHEDULE
Completion: March 1, 2005

CLIENT CONTACT
Mr. Joseph Higgs
Superintendent
Rappahannock Regional Jail
1745 Jefferson Davis Highway
Stafford, Virginia 22555
540.288.5219 phone

Rappahannock Regional Jail, in Stafford County, is the oldest, largest and one of the most successful regional government agencies in the Fredericksburg area. Founded in 1968, it serves the City of Fredericksburg and the Counties of Stafford, King George and Spotsylvania. In June 2000, the jail moved into a new 264,000 square foot, state-of-the-art corrections facility with a Virginia Department of Corrections rated capacity of 592 inmates.

Since the jail's occupancy in 2000, the inmate population has rapidly increased and the jail is now significantly overcrowded with an inmate population between 850 and 900. A community based corrections study conducted by Powell Consulting Services, projects a future average daily population of 1,778 by the year 2015.

In January 2005, the Rappahannock Regional Jail Authority selected PSA-Dewberry to conduct a planning study for the expansion of the jail. The final recommendation of the study adds an additional 480 total beds through podular housing units for a new rated capacity of 1,024 beds. The proposed additions would be sited, designed, and constructed to provide for further future expansions to the jail.

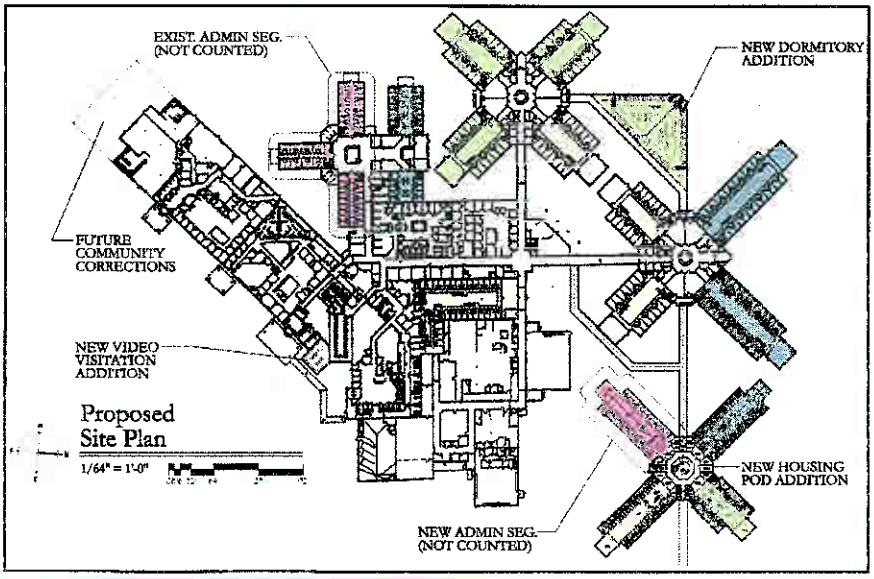
The additions to the jail include two new housing structures, a larger, two-tier structure housing four 48-bed pods; and a single-level structure containing two 48-bed pods.

The larger of the two additions is a two-tier structure housing four 48-bed pods on each level. The four housing pods are organized around a central control station, providing backup for the supervising officers in each pod. Each of the housing pods has its own inmate dining area, and has direct access to an exterior exercise area.

The second, smaller addition is a single level structure housing two 48-bed dormitory housing pods. This addition is located between two existing housing units, increasing the site density and preserving available land for future expansions to the facility.

To meet the increased need for visitation, a small addition to the front of the facility would provide remote video visitation, reducing the security risks of moving inmates to the central visitation area.

The jail's core facilities were also studied and determined to have enough capacity to support the proposed increase in population. This includes both support functions such as food service/laundry, intake/booking, and administration as well as program services for the inmates.



HAYWOOD COUNTY LAW ENFORCEMENT CENTER AND COUNTY JAIL PLANNING STUDY AND DESIGN

Waynesville, North Carolina

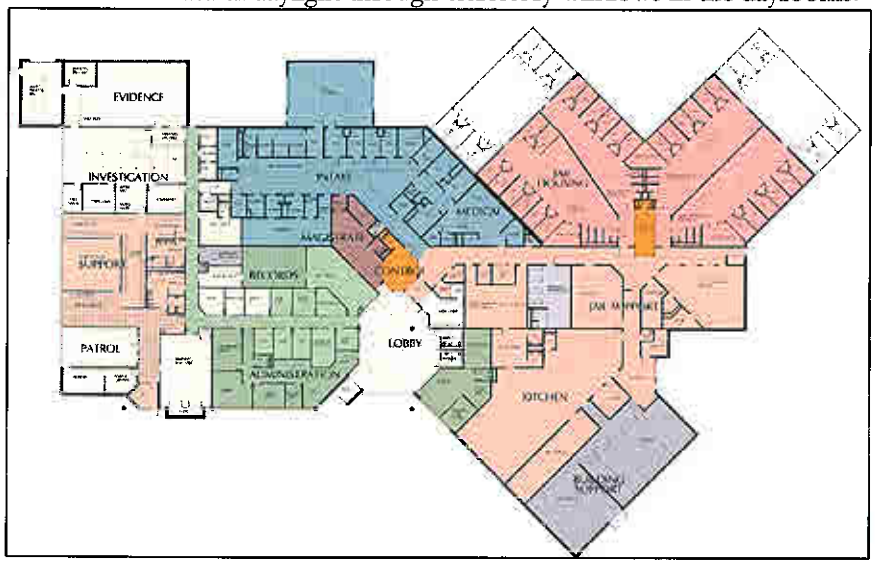
CONSTRUCTION COST
$12 million

SCHEDULE
2005

CLIENT CONTACT
Mr. Richard L. Honeycutt
Assistant County Manager
Haywood County
215 North Main Street
Waynesville, North Carolina
27886
828.452.6625 phone

PSA-Dewberry, as the Justice Architect to Barge Waggoner Sumner and Cannon, lead the design of the new 58,000 SF Haywood County Law Enforcement Center that includes the Sheriff's offices complete with administration, patrol, investigation, training areas and lockers; the magistrate's area; and a new 96-bed jail. It provides 16 single cells, 72 double-occupancy cells, and an eight-bed dormitory for work cadre. The jail also incorporates intake, programs and kitchen and laundry services, all sized for an additional 100-bed expansion and the 40 bed existing minimum-security dormitory facility on site.

The building's character is designed to be governmental with a touch of rustic forms in color and material to reflect the Smokey Mountain setting. It reflects the need for separate inmate, patrol, investigation service and public access to the center as well as expansion of each major element. The jail is organized around two primary staff positions, and a booking station. The intake/medical area includes two negative-pressure cells, housing for 20-30 inmates (detainees) and three exam stations. The jail incorporates video visiting, windowless concrete modular cell units and an abundance of natural daylight through clerestory windows in the dayrooms.



PSA-Dewberry's role included master planning, site analysis, architecture, and security design.

Architect-of Record:
Barge Waggoner Sumner Cannon

LAFAYETTE PARISH CORRECTIONAL CENTER RENOVATIONS

Lafayette, Louisiana

CONSTRUCTION COST
$5 .1million

SCHEDULE
2005

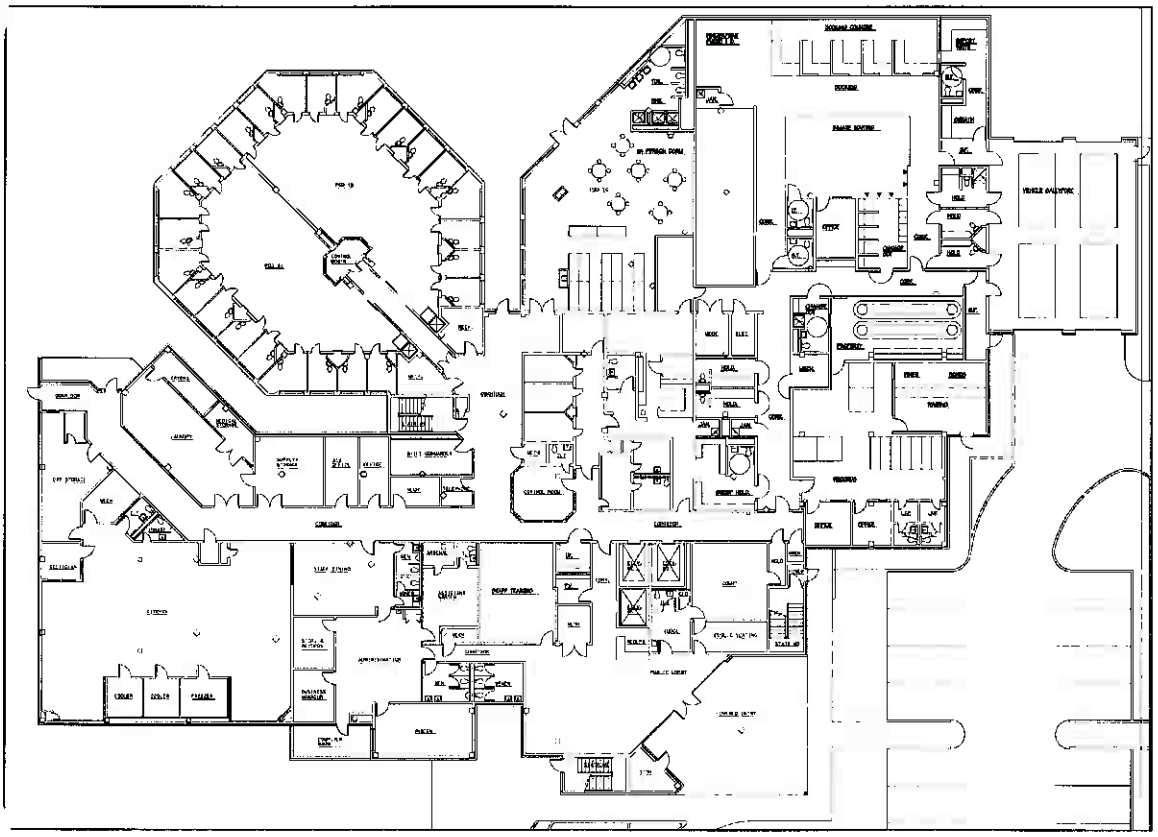
CLIENT CONTACT
Mr. Rob Reardon
Director
Lafayette Parish Sherrif's Department
100 Poydras Street
Lafayette, Louisiana 70506
337.236.5412 phone

Working with Lafayette Parish since 2001, PSA-Dewberry was commissioned to provide a jail renovation study. Upon the completion of the study, PSA-Dewberry and Poché Prouet Associates were awarded a multi-phased project to provide renovations and expansions to the facility. PSA provided study for renovation needs, architectural renovation design, and security design.

The first phase, due to be complete this year, includes design of a new maintenance building inside the security fence, and exterior window modifications to improve security.

The second planned phase, currently underway, provides renovations and retrofits for the facility that include a security electronics upgrade, existing cell door and lock renovations, and a new first floor intake/booking/medical area. New security will include programmable logic controller-based security controls system for the entire facility with touch screen interfaces, integrating with a new closed-circuit television system, including digital recording of the CCTV and replacement of the facility intercom system.

The third planned phase of the project includes cell pod modifications on Floors 2 through 5, with modifications on the first floor.



Lafayette Parish Sheriff's Office

Michael W. Neustrom, Sheriff

"Serving the community with courtesy, professionalism and respect"

www.lafayettesheriff.com

July 11, 2005

To whom it may concern,

I have had the opportunity to utilize Phillips Swagger and Associates (PSA)/Dewberry consulting and architectural abilities on three separate correctional projects over the last 10 years. I cannot recommend them highly enough for either a renovation project or for a ground up construction project.

My first project with PSA/Dewberry was a $3 million dollar renovation project of a facility originally constructed in 1890. This project mainly consisted of upgrades to the security system, replacement of exterior windows and the meeting of compliance issues relative to the American with Disability's Act. The PSA/Dewberry staff spent a considerable amount of time determining what the needs were for the facility and suggested multiple plans for review. The PSA/Dewberry staff also understood and worked within the requirement of the historical designation associated with the building to ensure that the renovation project would meet the Sheriff's needs but also the aesthetical needs of the environment.

My second project with PSA/Dewberry was the design and build of a $96.2 million dollar high-rise facility located in a downtown metropolitan city. Once again, the PSA/Dewberry staff spent considerable time in the planning stages to determine the needs of the operation to best suggest layouts and adjacencies. Due to their extensive background in designing other facilities, the planning process was easy but also quite informative. Considerable time was spent in developing a program where the inmate flow was efficient while also taking into mind appropriate building products that can minimize future maintenance issues. The PSA/Dewberry staff also played a significant role in assisting the transition team in learning about the mechanics of the building as the punch list was completed.

My latest project with PSA/Dewberry was a $5.4 million renovation project of a 20-year-old facility. This project had some significant issues due to a general lack of maintenance that had occurred during its operation. PSA/Dewberry was able to suggest how best to get the largest cost benefit for the money allocated for this project. PSA/Dewberry was also able to assist in minimizing cost by suggesting projects we could complete ourselves through the use of inmate labor. This project consisted of replacement of all exterior windows, replacement of doors, door locks and the replacement of the security system with an open architecture graphical user interface. Planning and staging were significant parts of this project, which PSA/Dewberry also made suggestions. Timing was important due to a deadline to become eligible for American Correctional Accreditation re-certification. Due in part to PSA/Dewberry's assistance my current facility received accreditation and did so with the highest percentage rate we have ever received.

Post Office Box 3508 • Lafayette, Louisiana 70502 • Phone: 337-232-9211

Making decisions on which organization you utilize to assist in your design and development is difficult. Nobody wants to be lead down the wrong path by entities that you think know what they are talking about. PSA/Dewberry is a organization, that in my interaction, works with you to understand your needs, has a depth of experience and base suggestions on your bottom line. Once again I cannot recommend them highly enough. Good luck with your project.

Cordially,

Robert J. Reardon
Director of Corrections
Lafayette Parish Sheriff's Office

KNOX COUNTY LAW ENFORCEMENT CENTER
PLANNING AND DESIGN

Galesburg, Illinois

CONSTRUCTION COST
$7.1 million

SCHEDULE
Completion: 2003

CLIENT CONTACT
Mr. Paul L. Mangieri, State's Attorney
Knox County Courthouse
Galesburg, Illinois 61401
309.345.3880

James K. Thompson, Sherrif
Knox County Sherrif's Department
150 South Broad Street
Galesburg, Illinois 61401
309.345.3733

PSA-Dewberry was the A/E for the new Knox County Law Enforcement Center. Initially PSA-Dewberry was asked to design an addition to the existing jail. However, soil conditions and utility relocations made this option cost prohibitive. A new downtown site was identified. PSA-Dewberry confirmed that the proposed space program would fit on the site and allow for future expansion. PSA-Dewberry was given permission to proceed with the design of the new facility.

The 38,700 SF law enforcement center houses both Sheriff's administrative offices and the County's 122-bed jail, located in downtown Galesburg.

The jail portion of the project is in compliance with the Illinois Department of Correction County Jail Standards and contains six indirect supervision housing units for 104 male and 18 female inmates. Also included is a 10-station video visitation system; secure outdoor recreation space; segregation and isolation cells; a patrol write-up area; and an interview room with built-in videotaping capabilities. The Center is designed with space for a future 1,000 SF multi-purpose room and for a future 72-bed expansion; all core services are sized to accommodate future expansion.

The Sheriff's Administration portion of the facility provides space for investigation, patrol and administrative offices; County Coroner's office; conference/training room; and an investigations area that includes an interview room with built-in videotaping capabilities.

NEW CASTLE CORRECTIONAL CENTER
SPECIAL NEEDS FACILITY

New Castle, Indiana

A "first of its kind in the nation", this facility, located on the site of the former New Castle State Development Center, is a correctional center for adult male offenders with special needs. The facility includes 1,440 beds in general population housing, 128 beds in mental health housing, 100 beds in assisted living housing, 32 beds in the hospice/infirmary, 48 in segregated housing and 200 beds in outside minimum security housing.

As the largest single project in Indiana history, this is a unique facility where special needs offenders receive therapeutic treatment. Among the general population, offenders will consist of substance abusers, sex offenders, mentally unstable patients, physically frail patients and gravely ill patients.

CONSTRUCTION COST
$100 million

SCHEDULE
Completion: 2002

CLIENT CONTACT
Indiana Department of Corrections
302 W. Washington St.
Room E334
Indianapolis, IN 46204

Mr. Larry Edwards, Deputy Commissioner of Administration
317.232.5568 phone

PICKENS COUNTY LAW ENFORCEMENT AND ADULT DETENTION CENTER

Jasper, Georgia

Facility Design Group provided turnkey design-build project delivery services for the new Pickens County Law Enforcement and Adult Detention Center. The 45,000-SF structure replaces the 22-year-old jail, and is located behind the existing jail on the same site. Once staff and inmates have been relocated to the new building, the existing jail will be demolished and replaced with new parking areas for both staff and the public.

The new facility offers a rated capacity of 150 beds, with all support infrastructure (i.e., kitchen, laundry, medical, intake/booking, property storage, etc.) sized to support up to 500 inmates. Two additional housing pods can be added in the future with no interruption to facility operations.

To optimize the County's available funds for the project and expedite its delivery, the building is a pre-engineered steel structure with brick accents, a standing-seam metal roof, and pre-engineered steel cells. As a single-source design-build project, the new building was completed within 15 months, as promised.

CONSTRUCTION COST
$8M

SCHEDULE
Estimated Completion:
15 months
(design/construction)
Actual Completion:
15 months
(design/construction)

CLIENT CONTACT
Major Allen Wigington
Pickens County Sheriff's Office
52 North Main Street, Suite 201
Jasper, Georgia 30143
706.253.8900
policeteacher@yahoo.com

Lobby Area (upper left); Sheriff's Office (lower left), Front Entry (right)

KANKAKEE COUNTY JAIL

Kankakee, Illinois

Facility Design Group Inc. (FDG) was selected by Kankakee County to provide total turn-key services, including program management, comprehensive architectural and engineering design, and construction management services for the county's new $19.5 million jail complex.

FDBI also completed a needs assessment and master plan for the project, including population projections, pre-design program, conceptual site plans, and preliminary cost estimate. The firm also developed a preliminary staffing plan and an estimate of anticipated operational costs.

Based on the recommendations of the needs assessment, Kankakee County selected FDG through a competitive process to design and construct the new jail facility. Located on a 20-acre site adjacent to the county airport, the new 100,000-SF Kankakee County Jail is a full-service jail, which confines both pre-trial and sentenced inmates. The facility is designed as a direct supervision, campus-style building containing single-level construction for most building components except inmate housing which contains two stories including mezzanine. This initial phase provided 300 beds, with the capacity to add 800 beds in the future.

FDG was recently retained to begin the design-build delivery of Phase II, which will provide an additional 144 beds for $15 million. The addition will provide "shell" space for another 144 beds (Phase III) to be added in the future.

CONSTRUCTION COST
Phase I – $19.5M
Phase II – $15M

SCHEDULE
Estimated Completion:
31 months
(design/construction)
Actual Completion:
31 months
(design/construction)

CLIENT CONTACT
Sheriff Timothy Bukowski
Kankakee County
Sheriff's Department
470 East Merchant Street
Kankakee, Illinois 60901
815.937.8250
tbukowski@k3county.net

CHEROKEE COUNTY PUBLIC SAFETY FACILITY

Canton, Georgia

CONSTRUCTION COST
$35.5M

SCHEDULE
Estimated Completion:
29 months
(design/construction)
Actual Completion:
29 months
(design/construction)

CLIENT CONTACT
Chief Deputy Mike Malone
Cherokee Co. Sheriff's Office
150 Chattin Drive
Canton, Georgia 30115
678.493.4110
gmmalone@cherokeega.com

Facility Design Group provided comprehensive single-source, turnkey program management, design, and construction management services for Cherokee County's New Public Safety Facility (PSF). Initially, Facility Design Group's justice planners completed a detailed Needs Assessment of the County's criminal justice system. This analysis included the development of inmate population projections, staffing and management requirements, facility space needs, and construction options and budgets.

Based on recommendations of the evaluation, Cherokee County approved the design and construction of a new PSF to include 512 additional jail beds, as well as space for a new Sheriff's Office, Fire/EMA/E911 Headquarters, and Emergency Government Center. The new building is approximately 225,000 SF, with the infrastructure designed to accommodate another tower, bringing the jail's ultimate capacity to 1,024 beds. The jail portion includes 256 beds in 128 pre-cast concrete cell units, 256 dormitory beds, a new intake/booking area, kitchen, laundry, 27-bed medical housing unit, and jail administration. In addition to office and administrative spaces, the Public Safety Facility portion contains an employee development area to accommodate the staff training needs of all Sheriff and Fire/EMA staff.

The new Public Safety Facility not only meets and surpasses Georgia standards, it also provides an optimum level of safety and protection for staff through their supervision of the inmate population. Delivered for a Guaranteed Maximum Price of $35.5 million, the entire design and construction process was completed in just 24 months, with the final facility completed eight days ahead of schedule in November 2002.

COBB COUNTY WORK-RELEASE CENTER

Marietta, Georgia

CONSTRUCTION COST
$5M

SCHEDULE
Estimated Completion:
12 months
(design/construction)
Actual Completion:
12 months
(design/construction)

CLIENT CONTACT
Colonel Don Bartlett
Cobb Co. Sheriff's Department
Public Safety Building
185 Roswell Street
Marietta, Georgia 30060
770.499.4600
dbartlett@cocccounty.org

Facility Design Group completed a needs assessment study, which determined that additional bed space in the Adult Detention Center could be freed-up by constructing a work-release center for minor offenders. Subsequently, the firm was retained to provide Design-Build services for the new center.

Situated adjacent to the Adult Detention Center, the new 384-bed facility contains administrative offices and eight dormitories. Each dormitory provides 48 beds to house minimum-security inmates who work either within at the Adult Detention Center, work as part of the County's outside work detail, or work at regular jobs within Cobb County.

The 41,987-SF building is a pre-engineered, structural steel frame with split-faced block walls and an insulated metal roof with skylights. The entire Design-Build delivery took less than 12 months – from design to occupancy, and was completed within the established guaranteed maximum price.

BIBB COUNTY
ADULT DETENTION AND LAW ENFORCEMENT CENTER

Macon, Georgia

CONSTRUCTION COST
Phase I: $4.5M
Phase II: $25M

SCHEDULE
Estimated Completion:
30 months
(design/construction)
Actual Completion:
Under construction
(design/construction)

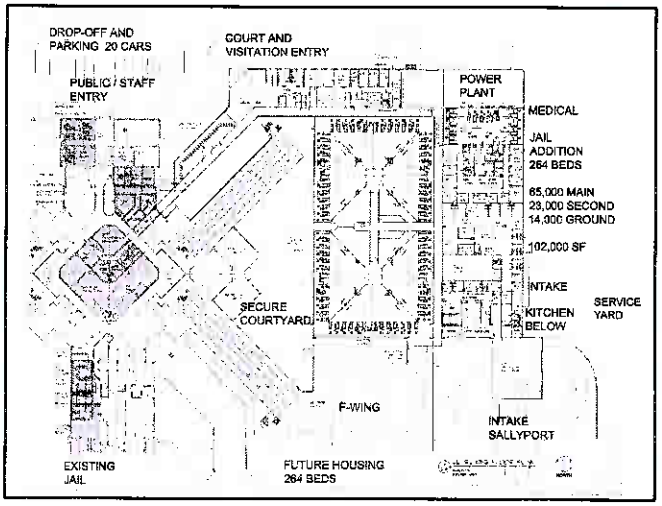
CLIENT CONTACT
Sheriff Jerry Modena
Bibb County Sheriff's Department
P.O. Box 930
Macon, Georgia 31202
478.621.5610
cgresham@co.bibb.ga.us or
dperkovich@co.bibb.ga.us

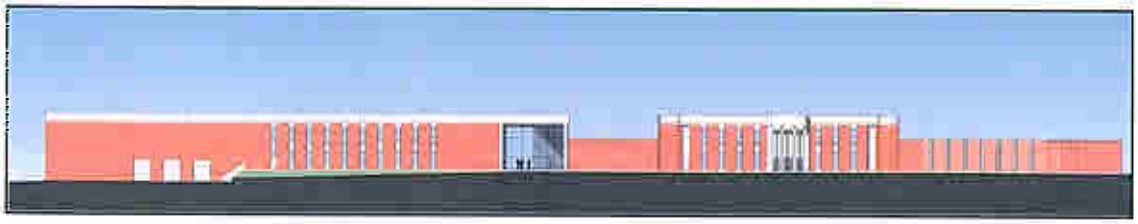
Due to increases in the county's inmate population and incarceration rate in recent years, Facility Design Group and Macon-based Dunwody/Beeland Architects were selected as Justice Planner and Lead Designer to study the jail's long-range needs and develop options for expansion, renovation and remodeling of the existing facility.

The Commissioners approved a multi-phased expansion plan proposed by the study. Phase I is a new Detention Center and warehouse that will confine minimum-security inmates who work either within the Jail, with the County's outside work detail, or at regular day jobs. The 29,500-SF Detention Center will have a pre-engineered structural steel frame with metal siding, and an insulated metal roof. The building will contain 192-beds divided into four 48-bed housing units.

Phase II involves the construction of a $25 million addition to connect to the existing jail (depicted above and below) to provide 264 beds of medium-security inmate housing on two levels. The steel cell modular housing units are adjacent to all new support functions, including intake/booking, kitchen, laundry, medical and visitation services to replace the undersized functions in the existing jail.

Phase III involves renovation of the vacated spaces to be used for additional administrative functions, staff services, inmate program, and storage.





CITY OF COLLEGE PARK
PUBLIC SAFETY FACILITY

College Park, Georgia

CONSTRUCTION COST
$11M

SCHEDULE
Estimated Completion:
15 months
(design/construction)
Actual Completion:
15 months
(design/construction)

CLIENT CONTACT
Wayne Thatcher
Project Executive
American Resurgens
Management Corporate
404.766.6069

Facility Design Group Inc. is serving as the architect and engineer for the new College Park Public Safety Facility. The two-story, 60,000-SF building will house the City's police department, fire department, and municipal court. The police department area will provide space for the administration, investigations, and patrol divisions. A large evidence storage area, S.W.A.T. Operations, E-911 Call Center, and a16-bed jail will also be provided. In addition, space for a future four station in door firing range has been accommodated.

The fire department will be full-service and include workspace, eating and sleeping areas, and three large apparatus bays to accommodate the City's fire response vehicles. The courtroom and support space will accommodate seating for up to 200 persons.

DEKALB COUNTY
JUVENILE JUSTICE CENTER

Decatur, Georgia

CONSTRUCTION COST
$24M

SCHEDULE
Estimated Completion:
24 months
(design/construction)
Actual Completion:
Under construction
(design/construction)

RECOGNITION
American Institute of Architects
National Association of Courts Management

CLIENT CONTACT
Mr. David Fisher
Director of Facilities
DeKalb County
Facilities Management
233 East Trinity Place
Decatur, Georgia 30030
404.371.2164
drfisher@co.dekalb.ga.us

Facility Design Group is currently teamed with Turner Associates for the new 110,000-SF DeKalb County Juvenile Justice Center. Turner Associates is the lead designer and architect-of-record for the project. Facility Design Group provided court space programming, planning and engineering. The building is located in downtown Decatur, adjacent to the existing County Jail and Sheriff's Office. The facility reflects DeKalb County's first attempt to pursue LEED certification.

The project team worked closely with the Judges, county officials, court staff and sheriff's staff to provide pre-architectural operational and space programming services to establish the scope of the project. The new four-story, $24 million building features a large open plaza and an interior elliptically domed rotunda. There are six courtrooms and office space for the Court Administrator, District Attorney, Probation Department, Child Advocacy, Public Defender, and Clerk of Courts. It is being built with a brick, precast laminate and glass and metal panel skin. Facility Design Group also provided mechanical, electrical, plumbing, and life safety/fire protection systems engineering services for the design of the building.

A $5 million, 698-space parking deck will be located adjacent to the building and provide the parking needs for both the juvenile courthouse and jail.

ESCAMBIA COUNTY WORK-RELEASE CENTER

Pensacola, Florida

CONSTRUCTION COST
$3M

SCHEDULE
Estimated Completion:
12 months
(design/construction)
Actual Completion:
12 months
(design/construction)

CLIENT CONTACT
Mr. Joe Ward
Senior Deputy Court
Administrator for Community
Corrections, retired
Pensacola, Florida 32501
850.501.4675
Jmward7@cs.com

Having toured the 384-bed Work-Release Center in Cobb County, Georgia that was designed and constructed by Facility Design Group Inc., Escambia County selected our firm to deliver a similar Design-Build, "fast-track" approach to respond to their urgent need of a new facility to house minimum-security inmates, and thereby help relieve the housing demands at the jail.

The 30,000-SF facility is a pre-engineered structural steel frame building with metal exterior cladding and an insulated standing-seam metal roof. It houses approximately 300 minimum-security inmates in six 50-bed (double-bunked) dormitories, including a dedicated women's dorm. Each dormitory contains a dayroom area for dining, as well as its own lavatory with toilets, sinks and showers.

An administrative area is located off the main (public) entrance, with a processing area, security office and warming kitchen located off the rear of the building. Separate parking areas are provided for staff and visitors from the inmates.

The project was delivered under a single-source, turn-key approach for a guaranteed maximum price (GMP) of $3 million, with "fast-track" total project delivery in 12 months.

MUSCOGEE YOUTH DEVELOPMENT CAMPUS

Muscogee County, Georgia

The Georgia Department of Juvenile Justice (GDJJ) selected Facility Design Group Inc. to design and construct the new Muscogee Youth Development Campus. The project is the GDJJ's first Design-Build project, in which our in-house design and construction teams are working together under a single contract, from inception to completion.

The campus is comprised of an 80-bed Regional Youth Detention Center (RYDC) and a 70-bed Youth Development Campus (YDC) on the same 23-acre site. The RYDC is a maximum-security facility for pre-trial youth offenders, and the YDC is a medium-security facility comprised of six stand-alone, single-story cottages where post-trial youth offenders are educated and counseled for rehabilitation.

As the GDJJ wanted the project to appear less "institutional" than other facilities in their system, the Muscogee campus was master planned with a more school-like ambience, with plazas and outdoor spaces for social interaction. The exterior and interior architectural character is more residential, to reflect a home-like environment. Many trees on the heavily wooded site are being preserved and incorporated into the landscaping. The sloping topography also allows the buildings to be staggered on the site, which enhances the communal character of the campus.

CONSTRUCTION COST
$15.8M

SCHEDULE
Estimated Completion:
15 months
(design/construction)
Actual Completion:
15 months
(design/construction)

CLIENT CONTACT
Mr. Edward Cook
Director of Engineering & Construction
Georgia Department of Juvenile Justice
3408 Covington Highway
Decatur, Georgia 30032
404.508.6599
edwardcook@djj.state.ga.us

6. Project manager's experience;

George H. Stickman
Project Manager

FIELD OF EXPERIENCE
Mr. Stickman's experience in construction includes all aspects of construction including competitive bid, negotiated cost plus and GMP type contracts; and design-build projects. Mr. Stickman is extremely effective as a project manager through in-depth knowledge of the work, excellent organizational skills and timely, effective communication.

CONSTRUCTION EXPERIENCE
Mr. Stickman has thirty-seven years experience in the construction industry.

FIRM EXPERIENCE
Mr. Stickman joined Howard Shockey & Sons, Inc. in 2001. Some recent projects completed by Mr. Stickman are a renovation for Virginia National Bank, Verizon Warehouse addition, construction of Lynn Care Nursing Facility, Loudoun County Middle School, Peterkin Camp, renovation and addition to Stephens City United Methodist Church, Millwood Fire and Rescue Station House and Banquet Facility, Calvary Baptist Church renovation, 525 Amherst Street MOB, renovation and addition project at Trinity Episcopal Church and Bing Crosby Stadium.

WORK HISTORY
Prior to joining Shockey's, Mr. Stickman was a Senior Project Manager for Pantech Construction Co., Inc. with work primarily for the military and government services within the Washington, DC marketplace. Mr. Stickman was with Pantech Construction Co. for 18 years. Some of the projects completed by Mr. Stickman while at Pantech include: Army Corps of Engineer renovation projects for Mcree Barracks and Bennett Barracks located in Ft. Belvoir, VA, Potomac Maryland Training Center for the U. S. Postal Service, United States Air Force, Andrews Air Force Base improvement of family housing and many projects for the Smithsonian Institute.

EDUCATION
Joint Carpentry Apprenticeship—Forrestville MD
Carpentry Apprenticeship
1973 to 1976

7. *Management approach;*

Howard Shockey & Sons, Inc is a 110 year old Virginia based local contractor. As we have done on many other PPEA-procured projects, we will utilize our knowledge of the Virginia building community to ensure delivery of a quality project within the required time frame by following these steps:

PRECONSTRUCTION ACTIVITIES

1. Schedule and hold a kick off meeting to discuss expectations, roles and responsibilities, meeting schedules, milestone dates and establish lines of communications.
2. Monitor and confirm all design and planning milestones, including infrastructure coordination.
3. Establish an onsite office complex which will house the construction team. The team (at a minimum) will consist of a Project Manager, General Superintendent, Assistant Superintendent, Project Engineer and Administrative Assistant. The team will have complete authority to run the day to day operations of the project. The team will be supplemented on an as needed basis with additional support staff such (including schedulers, safety, administrative, foreman and home office personnel) to ensure successful completion of the project.
4. Finalize negotiations with all major subcontractors and suppliers within the first forty five days of the project. Mechanical, electrical, plumbing and other key subcontractors will immediately begin to hold coordination meetings in order to finalize shop drawings and all interface details.
5. Establish a steering committee comprised of executive/principal management personnel to review project progress on a bi-monthly schedule.

CONSTRUCTION ACTIVITIES

1. Weekly progress meetings will be held to review RFI's, schedule, submittals and to share information and express concerns.
2. Pre-installation conferences will be held with each subcontractor prior to start of their work to review specifications, schedule, drawings, quality and sequence of the work.
3. Daily coordination meetings will be held with the project superintendents, subcontractors, inspectors and owner personnel to discuss safety, quality and adherence to the plan established in the weekly progress meetings.
4. Monthly progress meetings will be held with the Owner and Architect/Engineer to review progress, changes to the work and project documentation.
5. The Owner's personnel will be fully trained on the operation and maintenance of all equipment in the facility prior to substantial completion of the facility.
6. Closeout meetings will be scheduled at substantial completion to effectively manage the turnover of all operations of the facility to the Owner.

POST CONSTRUCTION ACTIVITIES

1. A complete warranty work procedure will be established at final completion of the Project.
2. A warranty review meeting will be held at three month intervals to review all warranty work performed to date and establish corrective actions that may be required during the remainder of the warranty period.

8. Project staffing plans, the skill levels of the proposed workforce, and the proposed safety plans for the project;

The requirements for staffing plans and skill levels were previously provided on pages 1 through 28 of Section 1. The proposed safety plan immediately follows.

SHOCKEY

THE PARTNER OF CHOICE®

HOWARD SHOCKEY AND SONS, INC.

PROJECT SAFETY PLAN

Loudoun County Adult Detention Center
Loudoun County, Virginia

TABLE OF CONTENTS

Safety is everyone's responsibility

SHOCKEY
THE PARTNER OF CHOICE®

SAFETY POLICY STATEMENT

The Project Safety Plan includes policies and procedures for prevention of injury, property and fire damage and occupational injuries.

NOTHING IS OF GREATER IMPORTANCE ON A SHOCKEY PROJECT THAN PROVIDING A SAFE PLACE TO WORK AT ALL TIMES.

Everyone on site is expected to conduct their work in a safe manner and is required to comply with established safety plans, including all who are employed on site, as well as anyone who is on the site for any reason.

By contract, every contractor on this site is obligated to perform all work in a safe manner and to conform to the requirements of Virginia OSHA (VOSH), the Federal Occupational Safety and Health Act of 1970 (OSHA), all additions and revisions thereto, other applicable Federal, State and local requirements, and the Shockey Project Safety Plan.

All supervisory employees must accept their responsibility for the prevention of accidents and ensuring a safe environment for the work under their supervision and/or direction.

No employee will be required, or knowingly permitted, to work in an unsafe environment. When hazards are discovered, work will be permitted only after the proper precautions have been taken to ensure worker protection.

Each employee is responsible for learning and abiding by the rules and regulations applicable to their assigned tasks.

The results of our safety efforts will affect the overall success of the project.

Our goal is accident-free work, which enables the work to be performed in the most efficient manner with the required Shockey quality.

With the cooperation, dedication and assistance of everyone, this will be a successful project.

Don F. Cooper
President
Howard Shockey and Sons, Inc.

Charles Capitano
Safety Director
The Shockey Companies

Safety is everyone's responsibility

1.2 Responsibilities

Management

Management has the overall responsibility to develop and maintain Howard Shockey and Sons' Project Safety Plan. Management is responsible for:

1. Assigning authority for the implementation of the Project Safety Plan.
2. Authorizing budget to implement the Safety and Health Program.
3. Approving safety policies developed by the Safety Director.
4. Including safety compliance and performance in all performance evaluations.
5. Set the proper example for safety for all employees.
6. Continually promote safety at all levels of the organization.
7. Support all safety initiatives.

Safety Director

The Safety Director recommends safety policy to management and implements approved policy. He coordinates the efforts and continuously evaluates the effectiveness and/or requirements of the program and reports findings together with his recommendations to company management.

Some responsibilities, either carried out personally or by a designee, include, but are not limited to:

1. Keeping management and supervision advised on pertinent safety matters.
2. Conduct periodic safety inspections at the job site to ensure compliance with the Safety and Health Program.
3. In cooperation with management, Superintendents and Foremen, determine the necessity for personal protective clothing and equipment for safety purposes and approve the selection of articles to be purchased and supplied.
4. Assist field supervision in the investigation of serious accidents and assure notification of proper authorities (ie. management, OSHA, insurance carrier). See that the prescribed forms are properly filled out for all accidents in a timely manner.
5. Review accident frequency and severity data to identify trends and take necessary action to prevent recurrence.
6. Maintain liaison with federal, state, local and private agencies on matters pertaining to safety and health.
7. Promote cooperation on safety and health matters between contractors, architects/engineers, owners, etc.
8. Stop any operation or action that is judged an imminent hazard until the hazardous condition or procedure can be remedied.

Safety is everyone's responsibility

Project Managers/Project Superintendents

Project Managers and/or Project Superintendents have full responsibility for the execution of the Project Safety Plan within their areas of responsibility. Any safety matter that cannot be resolved by the Project Manager and/or Project Superintendent shall be referred to the Safety Department without delay.

Project Managers and/or Project Superintendents shall be responsible for the safety of employees assigned to their projects and to the public, damage to company or other property, and damage, loss, or abuse to equipment and tools.

Project Superintendents shall also be responsible for:

1. Assuring that proper and positive, corrective actions are accomplished on safety recommendations resulting from deficiencies detected by safety inspections, or evident in the accident investigation of major or minor accidents.
2. Participating with Project Manager and Safety Representatives in making pre-job safety survey prior to the commencement of the project.
3. Communicating safety information to their Foremen and alerting them to potential dangers that may develop from their daily operations.
4. Assuring that all required signs are posted and bulletin boards are maintained in clear and legible condition.
5. Installing a workable housekeeping program which will include the following:
   a. Assigning definite housekeeping responsibilities to specific individuals.
   b. Making their own housekeeping inspections on their daily walk around of the job site.
6. Performing weekly inspections of the job site, as well as, maintaining a workable inspection schedule of the following:
   a. All rigging equipment including: blocks, wire rope, shackles, slings, manila rope, etc.
   b. Fire extinguishers and first aid kits.
   c. Major equipment such as cranes, forklifts, aerial lifts, backhoes, welding machines, etc.
   d. Scaffolds.
   e. Ground Fault Circuit Interrupters (GFCIs).
   f. Fall Protection.
   g. Excavations and trenches.
7. Assuring that supervisors require all employees to properly use personal protective equipment such as hard hats, eye and face

protection, fall protection, etc., and seeing that safety equipment is recovered when employees quit or are terminated.
8. Personally reviewing all injuries with the injured party and his supervisor.
9. Instilling in all personnel by action, example, and training a sincere attitude towards safety and developing a better a better understanding of accident prevention methods.
10. Enforcing compliance with federal, state, local, company and owner safety requirements.
11. Obtaining reports from subcontractors concerning any serious accidents to either their employees or property and conducting an investigation.
12. Assuring that at a minimum, weekly Tool Box Safety Talks are held and maintaining documentation of these meetings on site.
13. Conducting weekly progress meetings that include all subcontractors on site. The first agenda item for all meetings shall be "Safety."

Foremen

Foremen are responsible for the day-to-day implementation of the Project Safety and Health Program.

Foremen shall be responsible for:

1. Being aware of all safety requirements and safe work practices.
2. Plan all work activities to comply with the Project Safety Plan.
3. Instructing new employees and existing employees performing new tasks on safe work practices.
4. Assuring that work is performed in a safe manner and no unsafe conditions or equipment are present.
5. Ensuring that any injured employee receives prompt medical attention.
6. Investigating all injuries, property damage, and near misses and assuring that any corrective measures are in place.
7. Correcting all hazards, including unsafe acts and conditions which are within the scope of their position.
8. Reporting all injuries and safety violations.

Employees

Employees have a responsibility to themselves for their own safety. Likewise, they have a responsibility to their family, to their fellow workers, to the community, and to their employer to work safely. Employees must:

1. Report to work rested and physically fit to perform their job.
2. Be familiar and complying with the company Project Safety Plan.

Safety is everyone's responsibility

3. Any employee observing an unsafe condition or equipment shall immediately report it to their Foreman or Superintendent.
4. Work with care and good judgement at all times to avoid accidents whether or not a specific rule exists.
5. Obey all posted safety signs.
6. Use the required safety devices and wear the proper personal protective equipment as required.
7. No employee shall use, sell, possess, or be under the influence of alcohol and/or illicit drugs, and these items are strictly prohibited on the job.
8. Report all accidents to their supervisor immediately no matter how small or minor they may seem.
9. Notify their supervisor of any medical conditions, allergies, etc.
10. Properly handle, use, maintain, and store all safety equipment, company tools and materials.
11. Know the location and proper use of fire extinguishing equipment.
12. Horesplay including reckless driving of vehicles or equipment will not be tolerated.

1.3 Project Meetings

Regular coordination meetings, at an interval to be determined by the scope of the project, shall be held on every project. In attendance will be a HSS representative, a subcontractor representative for each subcontractor on site and the owner's representative. The first agenda item at these meetings shall be safety. Theses meetings shall be used to keep everyone informed of safety issues on the project.

2.0 Education and Training

The key to any safety program is the effective training of each employee. Each employee must know the safest way to perform each of their assignments and must be kept continually aware or the safety requirements for their job. Additionally, the Occupational Safety and Health Administration (OSHA), through its standards, explicitly requires an employer to train its employees in the safety and health aspect of their jobs.

2.1 New Employee Safety Orientation

All new or rehired Howard Shockey and Sons' employees are required to attend a safety orientation prior to being assigned to a project.

The safety orientation sets the tone safety within the company. It includes:

1. Company policy statement regarding safety, health and substance abuse
2. Company Safety and Health Program
3. Hazard Communication
4. Proper use of personal protective equipment (PPE)
5. Fire extinguisher training
6. Fall protection training
7. User training for scaffolds
8. Injury reporting procedure
9. Disciplinary procedure

2.2 Task Training

Prior to the start of any work activity, Foremen/Leadmen shall review each task assignment with every affected employee to ensure a comprehensive understanding of the safety requirements and precautions to be taken while performing this work.

2.3 Annual Training Days

1. Annual Supervisor's Training

All supervisors (Superintendents, Foremen, Leadmen, Project Managers/Engineers and Management) are required to attend a two-day annual training session. This training session covers various skills that are required for supervisors to effectively carry out their responsibilities.

2. Annual Company-Wide Training

Each fall, all Howard Shockey and Sons' projects are shut down for one day so that the entire company can attend a one-day training session.

2.3 Tool Box Safety Talks

Tool Box Safety Talks are the most important part of Howard Shockey and Sons training program. These meetings are the main vehicles for delivering safety and health information to our employees, and these meetings are essential to the success of the Safety and Health Program.

Each Monday, or the first day of the work week, Superintendents/Foremen shall select a topic from a prepared Tool Box Talk binder and conduct a safety meeting. (See Appendix for a Table of Contents) Superintendents/Foremen are responsible for selecting a topic that is relevant to the work that the crew will be performing for that week.

Minutes of the Tool Box Talks are to be kept on site in the Tool Box Talks binder. At the end of the year, all meeting documentation shall be sent to the Safety Department.

2.4 Supervisory Training

All Project Managers, Superintendents, Foremen and Leadmen are required to attend the OSHA 10-hour construction safety course. This class reviews the basic construction safety requirements of the OSHA standards.

3.0 Company Safety Rules

3.1 General

1. Good housekeeping is essential to the overall safety of the project. Trash cans shall be conveniently located throughout the job site.
2. Scrap lumber, waste material and debris shall be removed from the immediate work area as the work progresses.
3. All solvent waste, oily rags and flammable liquids shall be kept in fire resistant covered containers until removed from the job site.
4. An adequate supply of drinking water shall be provided on each job site.
5. Single service paper cups shall be keep in a sanitary container and a bucket or can for disposing of used cups shall be provided.
6. Toilets shall be provided for employees as follows:

Number of employees	Min. number of facilities
20 or less	1
20 or more	1 per 40 workers
200 or more	1 per 50 workers

7. Adequate hand washing facilities shall be provided where employees are applying paints or coatings or handling other contaminants (such as wet concrete) that may be harmful.
8. All construction areas, walkways, storage areas and exitways shall have adequate illumination.

3.2 Personal Protective Equipment

1. All employees, subcontractors and visitors are required to wear ANSI approved hard hats at all times while on the construction site.
2. Employees are required to wear safety glasses at all times while on the construction site.
   a. Non-prescription glasses are available at no cost to employees.
   b. Prescription safety glasses must be ANSI approved. Approved glasses must be stamped "Z87" on the frames. Prescription safety glasses with the base frame are also available at no cost to employees. Upgraded frames can be substituted at the employee's cost. Authorization forms for prescription safety glasses must be obtained from the Personnel Department.
   c. Tinted safety glasses are not to be worn inside buildings or in enclosed areas.
3. Burning goggles or face shield are required oxy-acetylene cutting operations. Lenses shall be at least #3 shade.
4. Hearing protection is required when employees are exposed to noise levels above 90 decibels. Hearing protection should be worn by employees operating tools or equipment such as grinders, jack hammers, concrete saws, etc. for an extended period of time.

Safety is everyone's responsibility

5. Gloves should be worn when handling equipment or material. Rubber or plastic coated gloves must be worn when handling chemicals, acids, wet concrete, etc.
6. Foot protection (guards) must be worn when using tampers, jack hammers or similar equipment.
7. Where personal fall arrest systems are required, an approved full body harness with a shock-absorbing lanyard must be used. All snap hooks must be double locking. Body belts are prohibited for fall protection.

3.3 Respiratory Protection (Refer to Appendix H for Written Program)

1. Engineering controls, such as the use of sufficient natural or mechanical ventilation, should be utilized wherever possible to protect employees without having to require the use of respirators.
2. Employees are required to wear a respirator when they are performing work that exposes them to a gas, vapor, mist, dust, or other airborne contaminant, above its established exposure limit.
3. All respirators must be certified by the National Institute for Occupational Safety and Health. (NIOSH)
4. All employees required to wear a respirator shall be:
   a. Medically evaluated to determine that they are fit to wear a respirator.
   b. Properly trained.
   c. Fit-tested with the same make, model and size of respirator that will be used.
5. Respirator fit testing shall be repeated annually.
6. Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee.
7. Respirators shall be inspected daily whenever they are in use. Respirators that do not pass inspection shall be repaired or replaced immediately.
8. Respirators must be stored in a clean, dry place. Respirators not discarded after one shift's use shall be stored in a suitable container away from areas of contamination.

3.4 Hazard Communication

The purpose of the Hazard Communication Program is to ensure that employees are aware of the hazards of chemicals used on the job site. Howard Shockey and Sons' Hazard Communication Program is contained in the job site MSDS book.

1. A material safety data sheet (MSDS) must be available on site for all chemicals being used. Subcontractors are required to submit a copy of the MSDS for all chemicals that will be used on the job site.
2. All chemical containers must be labeled.

a. The label must state the name of the chemical as well as the hazards of the chemical.
b. The manufacturer's label should be used as the primary chemical label.
c. If the manufacturer's label is not legible or has been removed, or the chemical has been transferred to another container, a secondary label (ie. HMIS or NFPA) must be put on the container.

3. Hazard communication training will be conducted for all new employees during orientation. Additional training shall be conducted by the Superintendent/Foreman as needed.
4. MSDSs are available in the job site trailer for employees to review.

Refer to Appendix I for the written program.

3.5 First Aid and Medical

1. A minimum of one first aid kit shall be maintained in the job site trailer at all times. Additional first aid kits may be required based on site layout or the number of employees on the job site. At a minimum, the first aid kit should contain:

1 pkg. Asprin	1 roll of adhesive tape
1 pkg. Ammonia inhalers	1 pkg. Sting kill swabs
1 pkg. Hydrocortizone cream	4 3"x3"sterile gauze pads
1 forcers	1 snake bite kit
1 2" compression bandage	1 can of burn spray
1 pkg. 1"x3" adhesive bandages	1 pkg. Alcohol preps
1 pkg. Knuckle bandages	1 pkg. Iodine swabs
1 pkg. Fingertip bandages	1 triangular bandage
1 quick cool pack	2 pair of latex gloves
1 rescue breather	
1 bloodborne pathogen kit	

Note: First aid kits shall be inspected weekly to ensure that expended items are replaced.

2. At least one employee certified in CPR and First Aid must be on the job site at all times.
3. All Howard Shockey and Sons Superintendents, Foremen and Leadmen shall be certified in CPR and First Aid. The certified individuals on this job site are:

_____ _____

_____ _____

Safety is everyone's responsibility

4. Employees must report all injuries no matter how minor to their supervisor immediately. Minor injuries, if not cared for, can become more serious over time.
5. After an injury is reported to a supervisor, if an employee requires medical attention other than on site first aid, they will be directed to:

Refer to Panel of Physicians in Appendix G

6. In accordance with Howard Shockey and Sons' Substance Abuse Policy, all employees sustaining an injury that requires medical attention shall submit to a drug screen.
7. If subsequent treatment is required by a specialist (ie. orthopedic, physical therapist), the employee will be provided a panel of physicians to select from.

3.6 Hand Tools

3.6.1 General

1. Maintain all hand and power tolls in a safe, working condition. Do not use a defective or unsafe tool.
2. Do not remove or bypass a manufacturer's installed safety device. All guards must be in place on power tools.
3. Impact tools such as chisels, drift pins and wedges shall be kept free of mushroomed heads.
4. The wooden handles of tools shall be kept free of splinters or cracks and shall be kept tight in the tools.
5. "Cheaters" shall not be used to increase the capacity of the tool.

3.6.2 Pneumatic Power Tools

1. Pneumatic power tools shall be secured to the hose or whip by some positive means to prevent the tool from becoming accidentally disconnected.
2. All hose connections shall be secured with a wire or pin.
3. All pneumatically driven nailers, staplers, or similar equipment with automatic fastener feed, which operate at more than 100 p.s.i. shall have a safety device at the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.
4. All hoses exceeding ½" inside diameter shall have a safety device at the source or branch line to reduce pressure in case of hose failure.
5. The use of hoses for hoisting or lowering tools is prohibited.

3.6.3 Electric Hand Tools

1. Electric power tools shall be either the grounded three-wire type or be double insulated. Double insulated tool will be marked with the following symbol:

2. All 110/120v electric powered hand tools shall be protected by a ground fault circuit interrupter (GFCI).
3. Tools with the ground pin missing from the plugs shall not be used.

3.6.4 Powder-Actuated Tools

1. Only employees who have been trained in the operation of the particular tool shall be allowed to operate powder-actuated tools.
2. Powder-actuated tools shall be tested each day before use to ensure that safety devices are in proper working condition.

3.7 Fall Protection

1. Employees on walking working surfaces six feet or more above the ground or lower level must be protected from falling by use of:
   a. Guradrails
   b. Safety nets
   c. Personal fall arrest systems
2. Guardrails shall consist of a top rail and a midrail. The top edge of the top rail shall be 42" above the work surface and the midrail shall be halfway between the top rail and the work surface. Top rails must withstand a 200 pound force and midrails must withstand a 150 pound force applied in any direction. Guardrails can be 3/8" wire rope, 2 x 4 structural lumber, structural angle or pipe.
3. A parapet can serve as a top rail, mid rail or both depending on its height above the work surface.
4. If wire rope is used for guardrails, the top rail must be marked with highly visible material (caution tape) every 6'.
5. Personal fall arrest systems shall consist of:
   a. Approved full body harness
   b. Shock-absorbing lanyard with double locking snap hooks
   c. Appropriate anchorage point capable of withstanding a 5000 pound force. The anchorage point shall be located so an employee's free fall is restricted to 6'.
6. Full body harnesses and lanyards shall be inspected before each use.
7. Employees shall be protected from falling 6' or more through floor and roof openings. Holes greater than 2" in diameter shall be guarded by a standard guardrail or covers. Covers must withstand two times

the intended load and be marked "Hole" or "Cover" to provide warning of the hazard.

8. Warning line systems are barriers erected on a roof to warn employees that they are approaching an unprotected roof side or edge. Warning line systems shall be:
   a. Erected around all sides of the roof work area.
   b. Erected not less than 6' from the roof edge.
   c. Consist of rope, wire, chain or reinforced barrier tape and be flagged at 6' intervals with high visibility material.
   d. Rigged and supported between 34" and 39" above the walking/working surface.
9. Employees working on flat or low-sloped roofs (4/12 pitch) shall be protected by perimeter guardrails, personal fall arrest systems or any of the following combinations:
   a. Warning lines and guardrails.
   b. Warning lines and safety nets.
   c. Warning lines and personal fall arrest systems.
   d. Warning lines and safety monitoring system

Note: A safety monitoring system shall only be used when positive fall protection, guardrails or personal fall arrest systems, is either infeasible or create a greater hazard.

3.8 Scaffolds, Ladders and Aerial Lifts

3.8.1 Scaffolds

1. Scaffolds shall be erected on sound rigid footing. Unstable objects such as loose brick, loose concrete blocks, boxes, barrels, etc. shall not be used to support scaffold frames or planks.
2. Standard guardrails (top rail and midrail) shall be installed on all open sides and ends of scaffold platforms more than 10' above the ground or floor.
3. Scaffolds 4' to 10' in height, having a minimum horizontal dimension in either direction of less than 45" shall have guardrails installed on all open sides and ends of the platform.
4. Where there is a danger of falling tools or equipment, one of the following shall be in place to protect employees below:
   a. Toeboards
   b. Canopy structure
   c. Barricade at the ground level
5. Employees are not permitted to ride on manually propelled mobile scaffolds.
6. Prior to use, all wheels on mobile scaffolds shall be locked.
7. An access ladder or equivalent safe access must be provided on all scaffolds.

8. Scaffold planks shall extend over their end supports not less than 6" nor more than 12" unless otherwise secured.
9. Slippery conditions on scaffolds shall be eliminated as soon as possible.
10. All scaffolds must be erected plum and level.
11. Scaffolds must be secured or stabilized with outriggers when the height exceeds 4 times the smaller base dimension. Scaffolds must also be secured every 30' horizontally and 26' vertically.
12. Material shall not be stacked more than 24" high on a scaffold deck.
13. Do not rig well wheels, pulleys, etc. from guardrails, braces, frames, etc.

3.8.2 Ladders

1. Inspect ladders before each use.
2. Only one person shall be on a ladder at any time.
3. Metal ladders shall not be used in electric welding operations or near electrical services or lines.
4. Do not carry tools while ascending or descending a ladder. Use a handline.
5. Ladders with broken or missing rungs, split side rails or other defects shall not be used.
6. Ladders shall be placed using the "1 to 4 rule." The foot of the ladder shall be placed approximately ¼ of its length away from the vertical plane of its top support.
7. Ladders shall be secured at all times while in use.
8. The top of the ladder must extend 3' above its supporting surface when used for access to an elevated area.
9. Extension ladders must be overlapped by a length of at least three rungs.
10. Do not stand on the top of a step ladder.
11. Step ladders must be opened completely with all four feet resting on sound level footing.
12. Two step ladders must not be used as supports for scaffold boards.

3.8.3 Aerial Lifts

1. All aerial lifts shall be operated in accordance with the manufacturer's recommendations.
2. Only trained and authorized employees shall operate an aerial lift platform.
3. Employees working in extensible or articulating type boom platforms shall wear a full body harness and be tied off to an anchorage point within the basket.

4. Employees must stand on the floor of the basket and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices for a work position.

3.9 Crane and Rigging Equipment

3.9.1 Cranes

1. Only trained and certified personnel are permitted to operate a crane.
2. Operators should sound the horn to warn employees before swinging a load into their area.
3. No employee shall be permitted under a suspended load, except those employees required to erect tilt-up or precast concrete.
4. Standard operating signals or radio communication shall be used to direct all hoisting operations. Only one person should be allowed to give signals to an operator, except for the "emergency stop" signal.
5. The specific capacity chart for the make, model and configuration of crane on site, as well as, the manufacturer's operating manual shall be in the crane cab at all times.
6. Accessible areas within the crane's swing radius must be barricaded.
7. Whenever there is a power line in the work area, it shall be assumed to be energized until proven otherwise. When energized power lines are encountered, contact the utility company and request that:
   a. The power line be removed.
   b. The power line be re-routed so it will be out of the cranes working area.
   c. The power line be de-energized or insulated.
8. The minimum clearance distance for any part of the crane or load shall be 10' for power lines rated up to 50 kV. (Whether insulated or not.)
9. Power lines greater than 50 kV require greater distances.
10. An annual inspection of the crane shall be made by a competent person, or by a government or private agency recognized by the U.S. Department of Labor. A current certificate of inspection shall be in the crane cab at all times.
11. Additional crane inspections shall be as follows:
    a. Initially when a crane arrives on site to ensure that the crane was not damaged in transit.
    b. Daily to ensure that the crane is in safe operating condition.
12. Any deficiencies found in inspections shall be repaired, or defective parts replaced, before any continued use.
13. The operator shall never leave the crane while a load is suspended.

3.9.2 Rigging Equipment

1. All slings, shackles, etc. shall be inspected each day before use and periodically during use. All defective rigging equipment shall be tagged and removed from service immediately.
2. Rigging equipment shall not be loaded in excess of its recommended safe working load.
3. Eyes in wire rope slings shall not be formed by wire rope clips or knots.
4. Slings shall be padded or protected from the sharp edges of a load.
5. Wire rope slings shall be removed from service if any of the following is observed:
   a. Crushing, kinking, birdcaging or other damage resulting in distortion of the rope.
   b. Evidence of heat damage such as an arc strike.
   c. Three or more broken wires in any one strand of a lay or six randomly broken wires in a lay.
   d. More than one broken wire at an end fitting.
6. Synthetic web slings shall be marked to show the name of manufacturer, the rated capacity for the type of hitch, and the type of material used.
7. Synthetic slings shall be removed from service if any of the following conditions are present:
   a. Acid or caustic burns.
   b. Melting or charring of any part of the sling surface.
   c. Snags, punctures, tears or cuts.
   d. Broken or worn stitches.
   e. Distortion of fittings.

3.10 Electrical

1. Switchboards and panelboards with exposed live parts shall be located in permanently dry locations and accessible only to qualified persons.
2. All 110/120-volt, single phase, 15 and 20-amp receptacles that are not part of the permanent wiring must be protected by ground fault circuit interrupters (GFCI).
3. Lamps for general illumination must be protected from breakage.
4. Temporary lights shall not be suspended by their cords, unless they are so designed.
5. Extension cords shall be the three-wire type. Extension cords must be designed for hard (types S, ST, SO, or STO) or junior-hard (types SJ, SJO, SJTO, or SJT) usage.
6. Tools or extension cords with the ground pin missing from the plugs shall not be used.

7. Worn or frayed electrical cords shall not be used. Extension cords must not be fastened with staples, hung from nails, or suspended by wire.

3.11 Fire Prevention/Protection

3.11.1 Fire Prevention

1. Work areas shall be cleaned on a regular basis to prevent the accumulation of trash or other combustible material.
2. Smoking is prohibited in areas where flammable or combustible materials are used or stored. "NO SMOKING" signs shall be posted at storage areas.
3. No combustible material shall be stored outdoors within 10' of a building or structure.
4. Indoor storage areas for flammable or combustible materials shall not obstruct or adversely affect exits.
5. Approved safety cans with self-closing lids and flame arrestors shall be used for the handling and use of flammable liquids in quantities of 5 gallons or less. For quantities of 1 gallon or less, the original container may be used for storage and use.
6. No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet. No more than 60 gallons or 120 gallons of combustible liquids shall be stored in any one storage cabinet.
7. Heaters shall not be set directly on wood floors or combustible materials.
8. Solid fuel salamanders are prohibited in buildings and on scaffolds.
9. Compressed gas cylinders shall be secured in an upright position at all times.
10. Valve protection caps shall be in place when compressed gas cylinders are transported, moved or stored.
11. Oxygen cylinders in storage must be separated from fuel-gas cylinders and combustible materials a minimum of 20' or be separated by a ½-hour rated fire wall at least 5' in height.
12. Oxy-acetylene torches shall have an internal check valve or backflow prevention device in the torch handle.
13. Flame arrestors shall be installed at the regulators.

3.11.2 Fire Protection

1. Fully charged fire extinguishers shall be provided on the job site as follows:
   a. One 2A rated fire extinguisher shall be provided at each stairway of each floor with a minimum of one fire extinguisher per 3000 ft^2 of protected building area. Travel distance to the nearest extinguisher must not exceed 100'.

b. One 10B rated fire extinguisher within 50' of wherever more than 5 gallons of flammable or combustible liquids are used.
c. One 20BC rated fire extinguisher within 75' of vehicle or equipment fueling areas.
d. One 5BC rated fire extinguisher mounted in crane cabs and on forklifts.

Note: Areas of coverage in items a through c can be overlapped. (A typical 5-pound fire extinguisher is rated at 5A-40BC.)

2. Fire extinguishers shall be inspected monthly to ensure that they are in operating condition.
3. All employees shall be familiar with fire extinguisher locations and proper use.

3.12 Excavation and Trenching

1. Before opening any excavation, any underground utility installations must be identified either by the owner or by the utility company. State law requires contractors to notify Ms. Utility (800 257-7777) 48 hours before digging.
2. Excavations below the base or footing of a foundation or retaining wall shall not be permitted unless:
   a. A support system such as underpinning is provided
   b. The excavation is in stable rock
   c. A registered professional engineer determines that the structure will not pose a hazard to workers
3. Trenches 5' or more in depth or excavations in which employees are exposed to danger from moving ground or cave-in shall be guarded by sloping, benching or a protective shoring system. (Refer to 29 CFR 1926 Subpart P for specific information on soil types, sloping or benching diagrams or shoring requirements.)
4. Excavations 4' deep or more shall have adequate means of exit, such as ladders or steps, located so as to require no more than 25' of travel to an exit.
5. Keep spoil piles, material and equipment at least 2' from the edge of an excavation.
6. Daily inspections of excavations shall be made by a competent person. If evidence of a cave-in or a slide is apparent, all work in the excavation shall cease until precautions have been taken to protect employees.
7. Employees shall not work in excavations in which water has accumulated or water is accumulating unless adequate precautions have been taken to protect employees.

8. Excavation walls shall be inspected after rain and snowstorms and after freezing and thawing.
9. Walkways shall be provided where employees are required to cross over an excavation. Guardrails as defined in Section 3.6, Fall Protection, of this program shall be provided where walkways are 6' or more above lower levels.

3.13 Confined Space

1. A confined space is defined as area that:
   a. Is large enough for an employee to bodily enter and perform work.
   b. Has limited or restricted means of entry or exit.
   c. Is not designed for continuous human occupancy.
2. Confined spaces are further classified as "Permit" or "Non-Permit" confined spaces.
3. Permit required confined spaces (PRCS) are defined as confined spaces with one or more of the following:
   a. Contains, or has the potential to contain, a hazardous atmosphere such as:
      1) Atmospheric oxygen concentration below 19.5% or above 23.5%.
      2) A flammable gas or vapor greater than 10% of its lower explosive limit (LEL).
      3) An atmospheric concentration of any toxic contaminant above the OSHA permissible exposure limit (PEL).
      4) An airborne combustible dust that obscures vision at a distance of 5 feet.
      5) Any immediately dangerous to life or health (IDLH) atmosphere.
   b. Contains a material with the potential for engulfment.
   c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls.
   d. Contains any other recognized serious safety hazard.
4. Examples of typical confined spaces are storage tanks, wells, pipelines, sewers, boilers, silos or vessels.
5. Entry into a PRCS requires the following:
   a. A written confined space program.
   b. An entry permit which specifies the conditions required for safe entry.
   c. A trained confined space attendant positioned outside the space.
   d. Confined space training for all entrants.
   e. Rescue and emergency equipment.
6. A PRCS can be reclassified as a non-permit required confined space (NPRCS) if the space has little or no potential for the generation of a hazardous atmosphere or the atmospheric hazard is eliminated or controlled by natural or mechanical ventilation with all other serious hazards eliminated.

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7. NPRCS shall be periodically re-evaluated to assure proper classification.
8. Atmospheric testing may be waived for NPRCS if such spaces are properly ventilated before and during entry and it has been established that the ventilation is sufficient to guard against a hazardous atmosphere.

3.14 Lockout/Tagout

3.14.1 General

Authorized Employee: The employee who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment.

Affected Employees: An employee who operates a machine or equipment on which servicing or maintenance work is being performed or who must work in an area in which such work is being conducted.

3.14.2 Lockout/Tagout Procedures

1. If de-energizing electrical circuits is chosen for lockout/tagout procedure the authorized employee will conduct a thorough inspection to identify all potentially hazardous energy sources, including adjacent equipment or energy sources that represent hazards to personnel.

2. When all potentially hazardous sources of energy have been identified, each source will be controlled, secured and verified.
   a. All hazardous energy sources will be isolated, blocked, or dissipated at points of control that cannot, with reasonable effort be overridden or by-passed.
   b. Stored or residual energy that constitutes a personal hazard will be isolated, blocked, or dissipated. Blocks, pins, or other devices may be used to block any potentially dangerous movement.
   c. Examples of stored or residual energy:
      - hydraulic or pneumatic pressure
      - pressure below atmospheric
      - compressed or extended springs
      - potential energy due to gravity
      - mechanical energy (flywheels)
      - static electricity
      - stored electrical energy (batteries)
      - stored electrical energy (capacitors)
      - thermal energy due to residual heat or low temperatures

- residual chemicals in pipe which may cause thermal or pressure buildup

3. The points of control shall be secured so that unauthorized persons are prevented from reenergizing the machine, process, or system.
   a. Lockout - secured by a physical means (as a padlock) such that reenergizing the system requires the use of special equipment available only to the authorized employee (such as a key).

   b. Tagout - posting a warning at the point of control stating why the energy source has been controlled, the date, the name of the authorized employee.

   c. Posting a qualified person - posting a person with specific responsibility of protecting against unauthorized activation, at the points of control throughout maintenance activity. This applies only to short duration work in the immediate vicinity of the control points.

4. Before starting maintenance, the authorized employee shall verify that all procedures have been effective in isolating, blocking, or dissipating hazardous energy and securing points of control.

5. Upon completion of the maintenance or servicing activities the authorized employee will remove blocks, pins, or other methods used to isolate, block, or dissipate the hazardous energy at the points of control. The authorized employee will inspect the machinery, process, or system to ensure that it is in safe operating condition before it is unlocked/untagged. The authorized employee shall also verify that all personnel are clear of the points of danger before reenergizing the machine, process, or system.

3.14.3 Group Lockout Procedures

If more than one individual is required to Lockout/Tagout equipment, each person shall place his/her lock and tag on a hasp lockout device which will accommodate multiple locks. As each person finishes his/her work they shall remove their lock and tag, leaving the hasp lockout device in place.

The last person to remove their lock and tag will remove the hasp lockout device. This person will be responsible for ensuring that the equipment, process or system is in safe operating condition and that all personnel and

tools are clear of the points of danger before reenergizing the equipment, process or system.

3.15 Material Handling and Earthmoving Equipment

3.15.1 General

1. Seat belts shall be provided on and used while operating all equipment. (Exception: Seat belts are not required on equipment without roll-over protection.)
2. Roll-over protective structures are required on all equipment manufactured after July 1, 1969.
3. All bidirectional equipment such as bulldozers, rollers, compactors, front-end loaders, and similar equipment shall be equipped with a horn in operating condition.
4. All earth moving and compacting equipment shall be equipped with an audible back-up alarm when there is an obstructed view to the rear.

3.15.2 Forklifts

1. Only trained and certified personnel are permitted to operate forklifts.
2. The operator must perform a daily pre-use inspection on the forklift at the beginning of each shift.
3. No one except the operator is permitted to ride on the forklift.
4. Handle loads only within the rated capacity of the forklift. Inspect loads carefully prior to lifting.
5. If a load obstructs the forward view, travel in reverse.
6. When carrying a load, drive up and back down ramps.
7. Stop the engine when refueling.
8. Do not lift personnel on pallets or allow personnel to be lifted while standing on the forks. Only approved and properly secured platforms shall be used for lifting personnel.
9. When a vehicle is left unattended (i.e. operator is more than 25 feet away or the vehicle is out of the operator's view) the operator must:
   a. Turn off the engine
   b. Remove and secure the keys
   c. Fully lower the forks
   d. Place the directional controls in neutral or park
   e. Apply the parking brake
   f. Turn the propane cylinder completely off

3.15.3 Skid-Steer Loaders (Bobcats)

1. Only trained and authorized personnel are permitted to operate a bobcat.
2. The operator must inspect the bobcat at the beginning of each shift.
3. No one except the operator is permitted to ride on a bobcat.
4. The operator must maintain three-point contact when mounting or dismounting the vehicle.
5. Do not overload the bucket or attachments or carry a load that can fall from a bucket or attachment.
6. Operate the controls smoothly and avoid sudden starts, stops or turns.
7. To shutdown the machine:
   a. Stop the machine
   b. Lower the bucket of other attachments flat on the ground
   c. Position the controls in neutral
   d. Engage the parking brake
   e. Stop the engine
   f. Raise the operator seat bar
   g. Remove the ignition key

4.0 Safety Inspections

Various types of safety inspections are used to monitor a job site's compliance with federal, state and local regulations, this Safety and Health Program, as well as specific owner safety requirements. Upon review of the inspection, unsafe acts or conditions discovered during a safety inspection shall be corrected immediately. If a Superintendent/Foreman can not correct a situation immediately, it shall be made safe by some other means until a permanent fix can be made.

If a condition or act is witnessed during the inspection, such if not corrected has the potential to cause a serious injury, the inspection shall be temporarily stooped and the situation corrected immediately.

4.1 Daily Inspections

Each Superintendent/Foreman shall conduct daily walk-through inspections of the job site. Any safety hazards shall be corrected immediately. Superintendents/Foremen shall record results of their daily inspection in their log.

4.2 Score Card Inspections

Each Superintendent/Foreman shall conduct a weekly inspection of their respective job site using the "SCORE Card" inspection form. (See Appindix C)

These inspection reports shall be kept on site for review during periodic safety inspections.

4.3 Safety Committee Inspections

Howard Shockey and Sons utilizes a safety committee made up of hourly employees, supervision and management. Members of this committee conduct monthly safety inspections of key projects.

The safety committee member will review a written report of the inspection with the Superintendent/Foreman and circulate the inspection report to:

1. Project Manager
2. Safety Director
3. Safety Committee Chairperson

4.4 Periodic Safety Inspections

Unannounced safety inspections will periodically be conducted by the Safety Department or other Management representatives to monitor compliance with the Howard Shockey and Sons' Safety and Health Program.

A written report of the inspection will be reviewed with the Superintendent/Foreman and circulated to the following:

1. Project Manager
2. Vice President
3. Operations Manager

Results of these periodic safety inspections will be used to evaluate a Superintendent/Foreman during their annual review.

5.0 Incident Reporting Procedure

5.1 Injuries *(Refer to Appendix G)*

1. Employees must report ***all*** injuries to their supervisor *immediately* no matter how minor they may seem.
2. If an employee requires medical attention, he/she shall be offered a Panel Physicians from Appendix G.
3. The employee's Superintendent/Foreman shall complete a Supervisor's Accident Investigation form the day of the injury and forward it to the Project Manager and Safety Department.
4. Serious injuries such as fatalities, injuries requiring ambulance or paramedic, or lost time injuries must be reported to the Project Manager and Safety Director, Charles Capitano (678-3462 or cell # 323-3262) immediately. *(For pagers, enter 911 after your number)*

Note: The OSHA 300 Log will be maintained by the Safety Director in the main office. Logs are required to be posted on each job site between February 1st and April 30th for the previous year.

5.2 Near Miss Incidents

1. "Near miss" incidents that did not result in injury or property damage, but had the potential to do so shall also be reported to an employee's supervisor.
2. The Superintendent/Forman must investigate a "near miss" in the same manner as an injury. "Near misses", investigation results, and any necessary protective measures should be discussed during tool box safety meetings.
3. The Superintendent/Foreman shall complete a Supervisor's Accident Investigation form for any *significant* "near miss" that had the potential to cause serious physical harm or death.
4. The report shall be sent to the Project Manager and Safety Department so that other job sites can become aware of and correct the hazard.

5.3 Motor Vehicle Accidents

1. All accidents in company vehicles shall be reported immediately to the Safety Director.
2. Any vehicle accident involving a company vehicle with property damage in excess of $1000, except when an injury is involved, will be reviewed by the Vehicle Accident Review Board.
3. All vehicle accidents involving bodily injury will be reviewed by the Board.
4. If driver fault is a possibility in the accident, a drug screen will be required within 24 hours of the accident, except where DOT regulations apply.

6.0 Emergency Action Plan *(For site specific information, see Appendix F.)*

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6.1 Serious Injury

In case of serious injury, the following steps should be followed:

1. Check the scene. Assure that it is safe to approach the injured employee and that providing care will not endanger additional personnel.
2. Initial response will be by Howard Shockey designated personnel who are trained in CPR and First Aid. The certified individuals for this job site are listed in Section 3.5, First Aid and Medical.
3. These individuals will determine if advanced medical personnel need to be notified. **Call 911 or other emergency number posted in the job site trailer**. The emergency phone numbers for the Countryside M/S Project are posted in the job site trailer.
4. Once emergency personnel have been notified, have an employee positioned at the site entrance to direct emergency personnel once they arrive.
5. Once emergency personnel arrive, one of the Howard Shockey first aid providers should apprise the emergency responders of the situation.
6. Once the injured employee has been cared for, preserve the accident scene, if possible, to facilitate an accurate accident investigation.
7. Notify the Project Manager and Chas Capitano (678-3462 or cell # 323-3262) immediately. *(For pagers, enter 911 after your number.)*

6.2 Fire

1. Small fires should be extinguished using a near by fire extinguisher. All fires shall be reported to a supervisor.
2. In case of a large or uncontrollable fire,
   a. Alert nearby personnel and evacuate the area. Notify the Superintendent/Foreman immediately.
   b. Sound an air horn or other alarm to evacuate all employees from the building.
   c. Call the Fire Department using **911**, or other emergency number posted in the job site trailer.
   d. After evacuating the building, employees shall assemble at designated areas.
   e. A supervisor will conduct a head count to verify that all employees have safely exited the building.
   f. If any employees are unaccounted for notify the Fire Department immediately upon arrival. The Fire/Rescue Department will conduct any necessary rescue operations.
   g. Notify the Project Manager and Chas Capitano (678-3462 or cell # 323-3262) immediately. *(For pagers, enter 911 after your number.)*

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6.3 Collapse or Failure of Supports

1. In the event of a collapse or failure of supports for the structure, the affected area and the areas adjacent to the affected area (including the entire Project if necessary) shall be immediately evacuated and closed off.
2. Call Fire/Rescue Department at **911** or other emergency numbers posted in the job site trailer.
3. Notify the owner representative, the Project Manager and Chas Capitano immediately.
4. Only authorized personnel performing emergency services or investigative activities will be allow access to the project until it is determined that it is safe to return.

6.4 Severe Weather

1. Employees will be alerted when severe thunderstorms, tornado or hurricane warnings or other severe weather conditions are issued by the National Weather Service.
2. Subcontractors will be notified in the event that severe weather is expected so loose material and critical structures can be secured to prevent them from being wind blown.

7.0 Disciplinary Procedures

The purpose of a discipline program is to change unsafe behavior. It is not meant to be a system to threaten or demean employees. Discipline is a constructive learning tool designed to help the employee adjust to the company's safety culture.

Superintendents, Foremen, and Management are responsible for administering the Discipline Program.

FIRST OFFENSE	1.	Immediate correction if applicable.
	2.	Verbal warning issued to employee along with an explanation of the safety requirement that was violated.
	3.	Documented in supervisor's log and Safety Department notified
SECOND OFFENSE	1.	Immediate correction if applicable.
	2.	Written warning (See Appendix E) with copy to Safety Department and Employee's personnel file.
THIRD OFFENSE	1.	Immediate correction if applicaable.
	2.	Written warning (See Appendix E) with copy to Safety Department and Employee's personnel file.
	3.	Mandatory time off without pay (time off to be determined by Safety Director and Operations Manager based on severity)
FOURTH OFFENSE	1.	Final written notice.
	2.	Immediate dismissal.

Based on the severity of the violation, the supervisor can go to the Fourth Stage (dismissal) at any time.

For willful safety violations where the individual could have cause serious injury to himself/herself or another employee, a written notice shall be issued to the employee and the matter shall be referred to the Operations Manager. The Operations Manager in conjunction with the Safety Director shall determine the severity of the discipline.

8.0 Substance Abuse Policy

8.1 Scope

APPLIES TO ALL EMPLOYEES OF THE SHOCKEY COMPANIES

8.2 Objective

It is the objective of this policy to assist in providing a safe working environment for all employees, to comply with contractual obligations, federal and state laws, to ensure quality work, and to protect the community, the Company's property and reputation.

8.3 Premises

For the purpose of this policy "premises" are defined as all buildings, property, work areas, work locations, customers' properties, parking lots, vehicles, assets, or any other place employees may be in the course and scope of their employment with the Company.

8.4 Policy

It is the policy of The Shockey Companies that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs, narcotics or drug use paraphernalia. Furthermore, employees shall not possess unauthorized alcoholic beverages in the work place nor consume unauthorized alcoholic beverages in association with working hours.

1. In keeping with this policy, employee involvement with the unlawful possession, use, sale or transfer of drugs or narcotics in association with working hours on Company or Client property shall not be permitted. In addition, unlawful involvement with drugs or narcotics outside of working hours and/or off Company property shall be considered a violation of company policy.
    a. The unlawful use of drugs or narcotics by an employee at any time on Company property, prior to, during or after work hours, or during breaks and meal periods will constitute grounds for immediate termination of employment.
    b. Employee participation in the sale or transfer of drugs or narcotics on Company property will constitute grounds for immediate termination of employment, and will be reported to the appropriate legal authorities.
    c. The unlawful possession of drugs or narcotics on Company property, including paraphernalia with the residue of a drug or narcotic, either on an employee's person or in an employee's personal vehicle or other personal property, will

constitute grounds for severe disciplinary action, up to and including immediate termination of employment.

d. The unlawful involvement with drugs or narcotics off Company property will constitute grounds for severe disciplinary action., up to and including termination of employment.

2. Also in keeping with the policy, unauthorized employee involvement with the possession or consumption of alcoholic beverages in association with working hours or in the work place shall not be permitted.
   a. The unauthorized consumption of alcoholic beverages during work hours, during breaks or meal periods, on Company or client property will constitute grounds for immediate termination of employment.
   b. The unauthorized possession of alcoholic beverages in the work place, or the reporting to work under the influence of alcoholic beverages, will constitute grounds for disciplinary action, up to and including termination of employment.
   c. Alcoholic beverages shall not be consumed at business-related functionsf nor served at a Company function during or after working hours and/or on Company property without prior approval of the appropriate Division Manager in writing.
3. Incidents of known or suspected unlawful involvement with drugs or narcotics shall be referred promptly to the Personnel Department for investigation. The Company will utilize all investigative techniques, including available testing and analysis as required to detect violations of this policy. The Company may require employees to allow Company representatives to search their vehicles, lockers, and/or other containers the employee may have brought into the work place. An employee's failure to submit to such tests or searches will constitute grounds for disciplinary action, up to and including immediate termination of employment.
4. Any evidence obtained by the Company of the unlawful use, sale or possession of drugs or narcotics will be turned over by the Personnel Department to law enforcement agencies.
5. The Personnel Department is responsible for the overall corporate administration of this policy, including the coordination of appropriate disciplinary action for offenders.

Where known or suspected involvement with unlawful drugs or narcotics, or with alcoholic beverages, results in a determination that the subject employee should not remain on the job, the first line supervisor shall have the authority to suspend the employee from work pending investigation and review of the matter for appropriate disciplinary action.

6. It remains the Company's desire and intent to encourage an employee with an alcohol or drug dependency to seek professional assistance before the problem leads to an incident requiring disciplinary action. When a violation of this policy has occurred., an employee's request to submit to a drug and alcohol rehabilitation program shall not serve to waive the application of disciplinary action deemed appropriate for the policy violation.

7. All qualified applicants for employment will be required to submit to a urine analysis test prior to hiring. Any applicant testing positive will be denied employment, and will have the right to re-apply in 30 days. Should the qualified applicant test positive the second time, he/she will not be eligible to apply to The Shockey Companies in the future.

   Any qualified applicant who tests positive and in a subsequent test is "drug free", and is otherwise eligible for employment, must agree to submit to periodic, unannounced tests for a period of one year after hire, or he/she will not be employed. Should the employee test positive in one of those tests during the one year probation, the employee will be subject to termination.

8. The Company will institute an Employee Assistance Program (EAP). The Vice President of Human Resources will be the Company representative responsible for this program.

9. Financial condition; and.

Financial statements are included in a sealed envelope enclosed with this proposal (which has been deemed proprietary and confidential) for Shockey, LLC, as the principal team member.

10. Project ownership.

As with the current Adult Detention Center, ownership and operation will remain the responsibility of the County.